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Records Management -4
Mgmt of Records Disposition
Approved For Release 2005/11/21 : CIA-RDP70-00211R000800310016-1

9 March 1960

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Memorandum for the Record:

Subject: Coordination of DD/P Field Disposition Guide for
Support Records

1. Met this morning with [] Chief, Adm/OL; [] DDP/RMO;
[] ARO/OL and [] ARO/Comptroller, and [] OGC.

Purpose of the meeting was to decide what final disposition should be made of certain Logistics and Comptroller records created in the Field and described in the DD/P Disposition Guide.

2. [] stated that all Logistics and Comptroller records created in the field were not listed in the Disposition Guide. [] agreed but pointed out that missing items would be picked up after issuance of the schedule.

3. After some discussion by [] regarding the General Counsel's opinion of 14 Oct. 1959 regarding record and non-record material, it was agreed that certain support documents in the field were records. The proposed Disposition Guide was then reviewed, item by item. This resulted in general agreement on disposition instructions for most of the items. Others, such as procurement records, payrolls and transportation records must be rewritten to satisfy Logistics and the Comptroller. The ARO's for these offices agreed to furnish revised items within 10 days.



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